

Request for Records Disposition Authority

Records Schedule Number DAA-0081-2018-0001
Schedule Status Approved

Agency or Establishment International Trade Commission
Record Group / Scheduling Group Records of the U.S. International Trade Commission
Records Schedule applies to Major Subdivision
Major Subdivision Office of the General Counsel
Schedule Subject Records of the USITC Office of the General Counsel- Records of Statutory Gift Acceptance
Internal agency concurrences will be provided No

Background Information

The U.S. International Trade Commission (USITC or the Commission) is an independent, quasi-judicial Federal agency established by Congress with a wide range of trade-related mandates. The USITC's mission is threefold: to administer U.S. trade remedy laws in a fair and objective manner; to provide the President, the U.S. Trade Representative (USTR), and Congress with independent, quality analysis, information, and support on matters of tariffs and international trade and competitiveness; and to maintain the Harmonized Tariff Schedule (HTS) of the United States. In doing so, the USITC serves the public by implementing U.S. law and contributing to the development and implementation of sound and informed U.S. trade policy.

The mission of the Office of the General Counsel (OGC) is to provide legal advice and guidance to the USITC and its staff. The General Counsel serves as the USITC's chief legal advisor. The General Counsel and the staff attorneys in the office provide legal advice and support to the Commissioners and USITC staff on investigations and research studies, prepare briefs and represent the USITC in court and before dispute resolution panels and administrative tribunals, and provide assistance and advice on general administrative matters, including personnel, labor relations, and contract issues.

This records schedule covers the recordkeeping copy of information created, maintained, and retained by the USITC/OGC. This schedule covers paper and electronic records in the OGC for past and current programs. This schedule authorizes the disposition of the recordkeeping copy in any media (media neutral), to enable USITC/OGC to manage records based on information content and not format.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0081-2018-0001

Sequence Number	
1	Records for statutory gift acceptance pursuant to 19 U.S.C. 1331(a)(1)(B) Disposition Authority Number: DAA-0081-2018-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="360 414 1482 457">Records for statutory gift acceptance pursuant to 19 U.S.C. 1331(a)(1)(B)</p> <p data-bbox="360 468 1482 510">Disposition Authority Number DAA-0081-2018-0001-0001</p> <p data-bbox="360 521 1482 606">Documentation including forms submitted for gift acceptance approval and supporting documentation.</p> <p data-bbox="360 617 1482 659">Final Disposition Temporary</p> <p data-bbox="360 670 1482 712">Item Status Active</p> <p data-bbox="360 723 1482 766">Is this item media neutral? Yes</p> <p data-bbox="360 776 1482 904">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="360 925 1482 968">Disposition Instruction</p> <p data-bbox="360 978 1482 1181">Cutoff Instruction Cut off after the final action by the Chairman of the Commission, the Designated Agency Ethics Official, or the Alternate Designated Agency Ethics Official (i.e., authorization or non-authorization of a written request for such gift acceptance).</p> <p data-bbox="360 1191 1482 1340">Retention Period Destroy 3 years after cutoff. Longer retention is authorized if the Office of the General Counsel determines the records are required for reference or other business use.</p> <p data-bbox="360 1372 1482 1415">Additional Information</p> <p data-bbox="360 1425 1482 1472">GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/15/2018	Certify	Gino Ables	Agency Records Officer	OCIO - Data Management Division
05/15/2018	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/15/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
05/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/21/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist